

STATE OF CALIFORNIA  
**RECORDS RETENTION SCHEDULE  
APPROVAL REQUEST**  
STD. 72 (REV. 7-92)

*2/10/95*

Submit three copies with three copies of the  
Records Retention Schedule, STD. 73.

TO: DEPARTMENT OF GENERAL SERVICES  
OFFICE OF INFORMATION SERVICES  
1500 5th Street, Room 116  
Sacramento, CA 95814 (or IMS C-39)

(916) 445-2294 or CALNET 485-2294

NEW SCHEDULE INFORMATION (If applicable)	(5) SCHEDULE NUMBER 95-5	(6) SCHEDULE DATE 2/95	(7) NUMBER OF PAGES 1	(8) CUBIC FEET (Total Schedule)	(9) PAGE NUMBER(S) REVISED 11
PREVIOUS SCHEDULE INFORMATION (If applicable)	(9) SCHEDULE NUMBER(S)	(10) APPROVAL NUMBER(S)	(11) APPROVAL DATE(S)	(12) PAGE NUMBER(S) REVISED	

**PART I -- AGENCY STATEMENTS**

As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on the attached schedule, I certify that all records are listed, that I have reviewed the need for the records, (per Section 1611 of the State Administrative Manual) that each retention period is necessary and correct as scheduled, and (for a revised schedule) that all items on the previous schedule have been accounted for.

(13) SIGNATURE OF PERSON DIRECTLY RESPONSIBLE FOR THE RECORDS <i>Delmira Rosas-Pettit</i>	(14) TITLE <i>Records Management Analyst II</i>	(15) DATE SIGNED <i>2/3/95</i>
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In accordance with Government Code 14755, approval of the attached Records Retention Schedule by the Department of General Services is hereby requested. Retention periods have been established by this agency after a careful evaluation of all the factors listed in Section 1667 of the State Administrative Manual.

I hereby certify that I am authorized to act on behalf of the head of this agency in matters pertaining to the retention and disposal of records. (Per Section 1611 of the State Administrative Manual.)

(16) SIGNATURE OF RECORDS MANAGEMENT ANALYST	(17) TITLE
(18) NAME (Printed or Typed)	(19) TELEPHONE
	(20) DATE SIGNED

Delmira Rosas-Pettit

Records Management Analyst II

9002-10147

(916) 654-2869 or  
CALNET 464-2869

2/3/95

**PART II -- DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)**

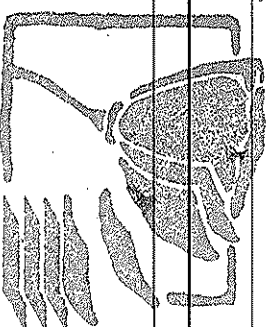
(21) SIGNATURE OF CONSULTANT <i>Norma M. Gutierrez</i>	(22) APPROVAL NUMBER 95-011
(23) TITLE Information Management Consultant	(24) DATE SIGNED 2/14/95

**PART III -- ARCHIVAL SELECTION (Per Government Code Section 14755)**

THE ATTACHED RECORDS RETENTION SCHEDULE:

- (25) ☐ Contains no material subject to further review by the California State Archives

- (26) ☒ Contains material subject to archival review. Items stamped "Hold/Notify Archives" may not be destroyed without clearance by the Secretary of State. (Per Section 1614 of the State Administrative Manual.)



CALIFORNIA  
STATE ARCHIVES

(27) SIGNATURE-CHIEF OF ARCHIVES <i>WA</i>	(28) DATE SIGNED
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STATE OF CALIFORNIA  
RECORDS RETENTION SCHEDULE

STD 73 (REV 5-90)

See instructions in SAM 1600

DEPARTMENT (1) Developmental Services		SCHEDULE NUMBER 95-5	DATE 2/95
ORGANIZATIONAL UNIT Residential Development Services		PAGE 1 OF 1 PAGES	
ADDRESS (number, street, city) 1600 9th Street, Room 340, Sacramento		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) <b>95-011</b>	

ITEM NO. (6)	CUBIC FEET (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (9)	MEDIA (10)	VITAL (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT (13)	SRC (14)	TOTAL (15)		
1.	4 ft		The mission of the Residential Development Section is to create alternative living options for consumers in the Developmental Centers (DC's) and those currently living in the community. This mission is mandated by the Superior Court of California based on the Coffelt Lawsuit.  Secured fingerprint files for the Department (Rap sheets from Department of Justice (DOJ) based on fingerprints.) Requirement of SB 1730 *	P		10			10	XI	Retention Criteria: Section Chief policy, unless otherwise noted.
2.	4 ft		Computer files (Includes but not limited to inventory sheets, documentation and justifications.)	P		Active			Active		Files are maintained for 10 years to streamline the future workload of DOJ and DDS regarding employee reinstatments, transfers, exemptions, etc. <b>Destruction:</b> Confidential shredding mandatory
3.	1 ft	TRANSFER TO ARCHIVES	Technology Dependent Children reports (Tracking of children currently living in the DC's under the age of 18 and their medical needs.)*	P		2 years			2 Yrs.	XI	Active for the life of the computer. <b>Destruction:</b> Non-Confidential
4.	1 ft	TRANSFER TO ARCHIVES	Career Fairs at Developmental Centers (data that was utilized to create and develop training at the DC's. Career Fairs are mandated by the Superior Court of California based on the The Coffelt Lawsuit.)	P		5 years			5 Yrs.		<b>Destruction:</b> Confidential shred
5.	1 ft	TRANSFER TO ARCHIVES	21 Regional Center files with general information pertaining to each center (Includes but limited to budgets and technical information).	P		2 Yrs			2 Yrs		<b>Destruction:</b> Non-confidential
	Total Cubic Feet= 11 ft										

\* Exempt from disclosure to the public per the Public Records Act, Section 6254 (c,k). Data subject may access per the Information Practices Act, Section 1798.34. (employees). Information and records shall be disclosed only in cases stated in Welfare and Institutions Code, Section 4514 (clients).